My LexisNexis User Manual



accurate precise information

law tax financial services accounting

LexisNexis®
Butterworths

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How to use this User Guide

The User Guide is broken down into seven sections. Clicking on the images where they appear in the Table of Contents of this manual will take you to **General Information**, **Alerts**, or **User Tips** within the various sections.

1. Introduction

1.1 General

In many parts of the world, the Internet has long replaced other media as the vehicle of choice for electronic publishing. In fact, it is now almost inconceivable to publish in any other medium and not also publish on the Internet.

In South Africa, there are constraints which can militate against regarding the Internet as a speedy point of access to information: narrow available bandwidth means that either less information can be carried "down the pipe" or that queries for information submitted by an Internet user take longer to process or both.

In order to cater for South African conditions, LexisNexis Butterworths has designed its new Internet portal, My LexisNexis, to be as flexible as possible: displaying data at the rate a user wishes it - a chunk at a time or all at once. The problems associated with downloading information using limited bandwidth are thus overcome making My LexisNexis an accessible tool for even the slowest means of accessing the internet (e.g. modem dial-up) – users of faster access methods (e.g. ADSL) will easily be able to take advantage of full document downloads.

1.2 Web Browsers

Web Browsers enable you to view data that is sent over the Internet using HTML tagging. The advancement in Web-Browser capability over the last few years has paved the way for the online revolution.
My LexisNexis uses the familiar Microsoft Internet Explorer as its browser of choice.

1.3 About My LexisNexis

My LexisNexis offers you superior local and international content from the followings sectors:

- legal,
- tax,
- accounting,
- financial services and
- health and safety and environment

All My LexisNexis online products can be accessed in combination with each other – this makes searching and locating information so much easier! Over 3 million cross-references make research so much more efficient.

My LexisNexis is accessible via the Internet and also via an installed Intranet.

This revolutionised suite of products will give you the freedom to tailor-make online and intranet information to suit your needs.

1.4 Customer Support

Please take note of the following important contact numbers and e-mail addresses:

For technical queries
Electronic Publishing Helpdesk

Telephone: 031 268 3007
E-mail: EPhelpdesk@lexisnexis.co.za
Hours: Monday to Friday 7 am to 5.00 pm

For account queries
Customer Service Call Centre

Telephone: 031 268 3007
E-mail: customercare@lexisnexis.co.za

General queries
For any other queries please e-mail mylexisnexis@lexisnexis.co.za

2. Screen Layout

2.1 Table of Contents

This frame displays on the left of your screen (see Figure 1). All publications you have subscribed to, both paying and free, are reflected in this frame.

Information in the Table of Contents is arranged according to Subject Area (in alphabetical order) and the publications that you have subscribed to are categorised under the appropriate Subject Area.



Figure 1: Screen Layout

Using the Table of Contents you are able to "drill-down" to the constituent parts of a Publication.

Using either the JAVA or HTML displays you are able to select an Interest Area and access a Publication within it.

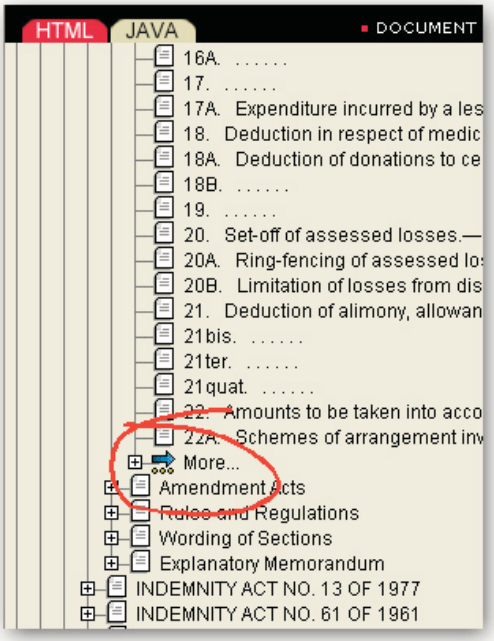
To select either the JAVA or HTML displays, simply click on the appropriate tab 

at the top of the Table of Contents.

ALERT

If you cannot see all your publications in the Table of Contents, but the word "more" appears, please click on the plus sign before this word to expand the balance of your publications (or sections thereof).

This has been done to facilitate quicker download for longer lists of publications.



2.2 Using the JAVA option

By selecting JAVA option, items will display by using this symbol  (see Figure 2).

The JAVA display of your Table of Contents allows you to expand or collapse the several levels of your subscription by clicking on the plus symbol ⊞. A minus symbol ⊟ indicates that there are no further levels left to expand.

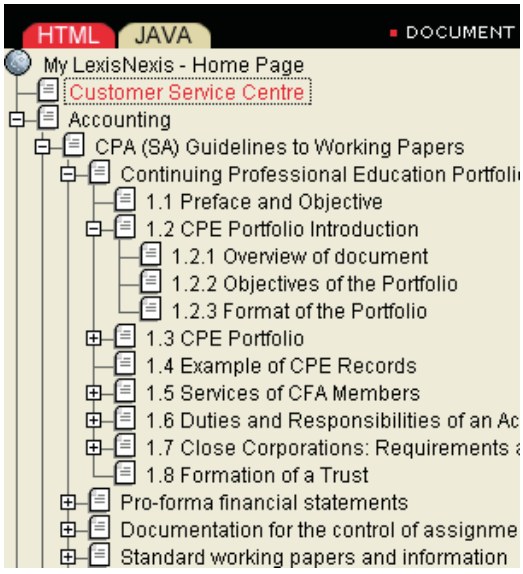


Figure 2: JAVA display

IMPORTANT GENERAL INFORMATION

Should JAVA not be available, you will lose certain functionality of the following:

- Advanced Search
- Custom view
- Printing using your Table of Contents

2.3 Using the HTML option

By selecting the HTML option, items will display by using this symbol  (see Figure 3).

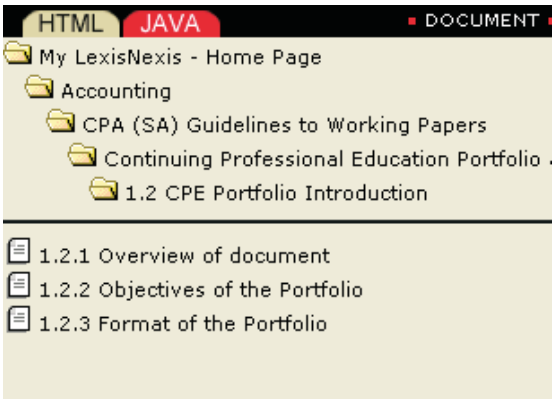


Figure 3: HTML display

IMPORTANT GENERAL INFORMATION

By using the HTML option, you will lose certain functionality of the following:

- Advanced Search
- Custom view
- Printing using your Table of Contents

ALERT

JAVA Table of contents not showing? – Please follow these instructions.

Troubleshooting:
Should your Table of Contents not display and a small red X shows in its place, it will be necessary to download the Java plug-in. Should you be running Microsoft XP or should you not be able to view the Table of Contents, then please download a JAVA Virtual Machine (JVM) patch which will allow you to see the Table of Contents

Check if you have a Java plug-in installed:
In your web browser, select Tools - Internet Options…
Select the Advanced tab, then scroll down in the Settings until either of the following can be seen:

Java VM:
The tick box next to "JIT compiler for virtual machine enabled" should be ticked.

OR
Java (Sun):
The tick box next to "Use JRE (version number) for applet (requires restart)" should be ticked.
Click OK (in some cases Apply).
Close and reopen your web browser.
Should neither of the above options appear in your settings list, it is most probable that a Java plug-in needs to be downloaded and installed on your computer.

To download a JVM:
Please click on this link and then, when the page opens, click on the block labeled "Java Software begin Download" located at the top of the page. This may require that your computer is left to complete the download for a brief period and then restarted.

Once the JVM is installed the Table of Contents will display correctly.

3. Navigation

There are two ways of browsing *My LexisNexis*:
By using your Table of Contents.
By using the document pane.

3.1 Table of Contents

Navigation by hierarchy.
You can view information by drilling down through the hierarchy by clicking on the plus ⊞ symbol (*see Figure 4*).

Documents in *My LexisNexis* are, by default, displayed by the logical sequence of the hierarchy of the publication e.g. in an Act, clicking on a section displays only the section requested.

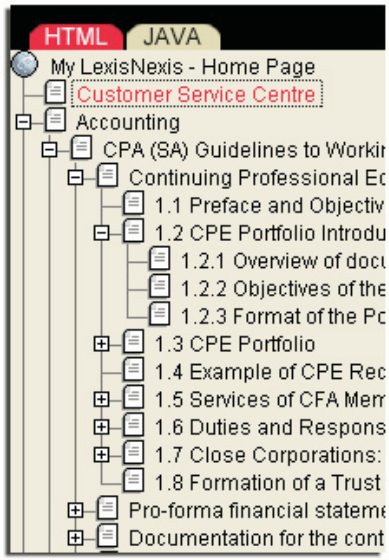


Figure 4: Navigation by hierarchy in Table of Contents.

3.2 Document Pane

Clicking directly on an entry in the Table of Contents will display the structure of the publication in the form of hyperlinks in the Document Pane (see Figure 5).

Clicking on a hyperlink in the Document Pane will take you either to the document itself or to further structural levels that will lead to the document.

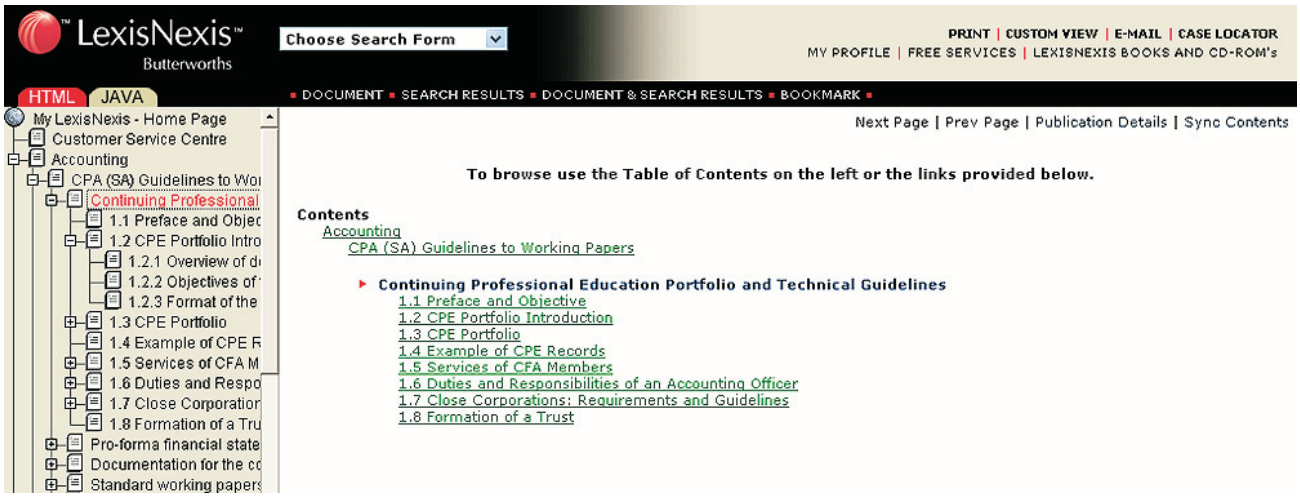


Figure 5: Navigation by using hyperlinks in document pane.

To view the next section click on "Next Page" at the top of the document pane.

To view the previous section click on "Previous Page" (see Figure 6).



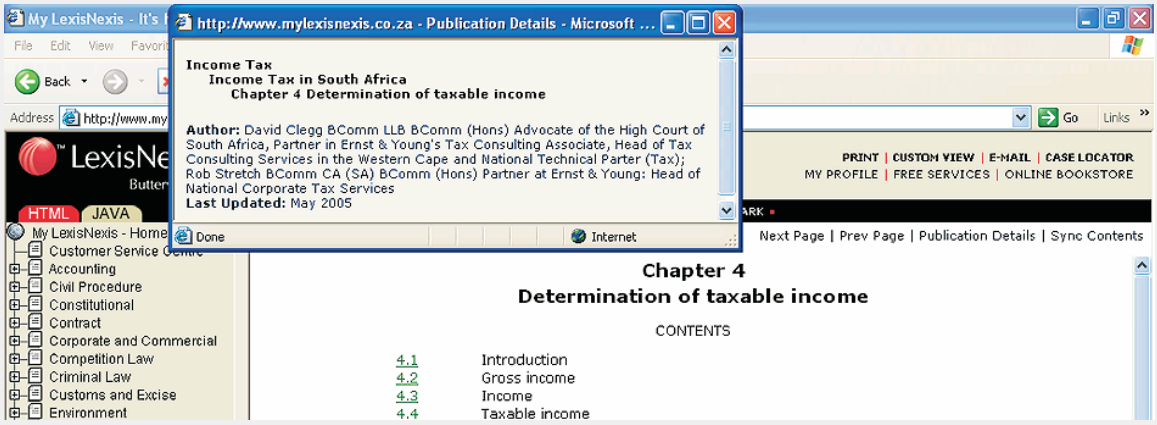
Figure 6: Next page and Previous page.

IMPORTANT GENERAL INFORMATION

To view futher publication details, such as the author and when the publication was last updated, click on "Publication Details" hyperlink from the top of the document pane.



Clicking on "Publication Details" will display the details in a pop-up window.



Pop-up window

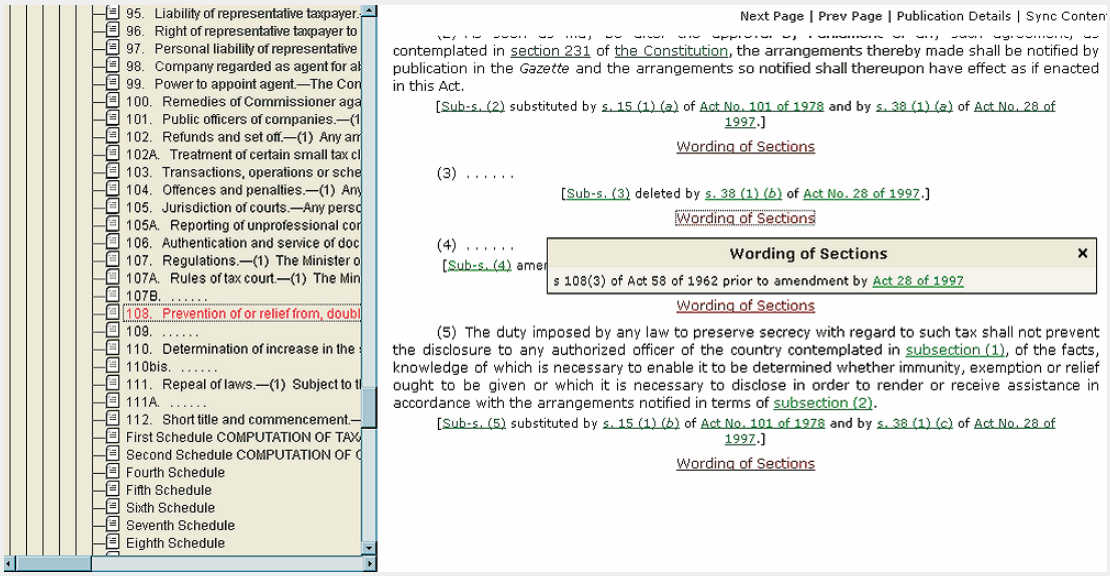
IMPORTANT GENERAL INFORMATION

Hypertext
Whether you access a publication using the Table of Contents or via a set of Search Results you will invariably access that publication using a hyperlink.

In *My LexisNexis* hyperlinks are either green or maroon and are underlined.

Green links are navigational which may link to data either within the publication accessed or to data in another publication altogether;

Maroon links are informational (e.g. Wording of Sections and Repealed Legislation are indicated by using maroon links) and will activate a pop-up containing further information.



3.2.2 Synchronise Contents

Should you have opened a document from a list of search results, you might wish to see exactly where the document is located.

"Sync Contents" expands the Table of Contents (on the left) to show the link to the active document within the document pane – i.e. synchronising the document pane with the Table of Contents.

The reference to the document in the Table of Contents is marked in Red (active) (see Figure 7).

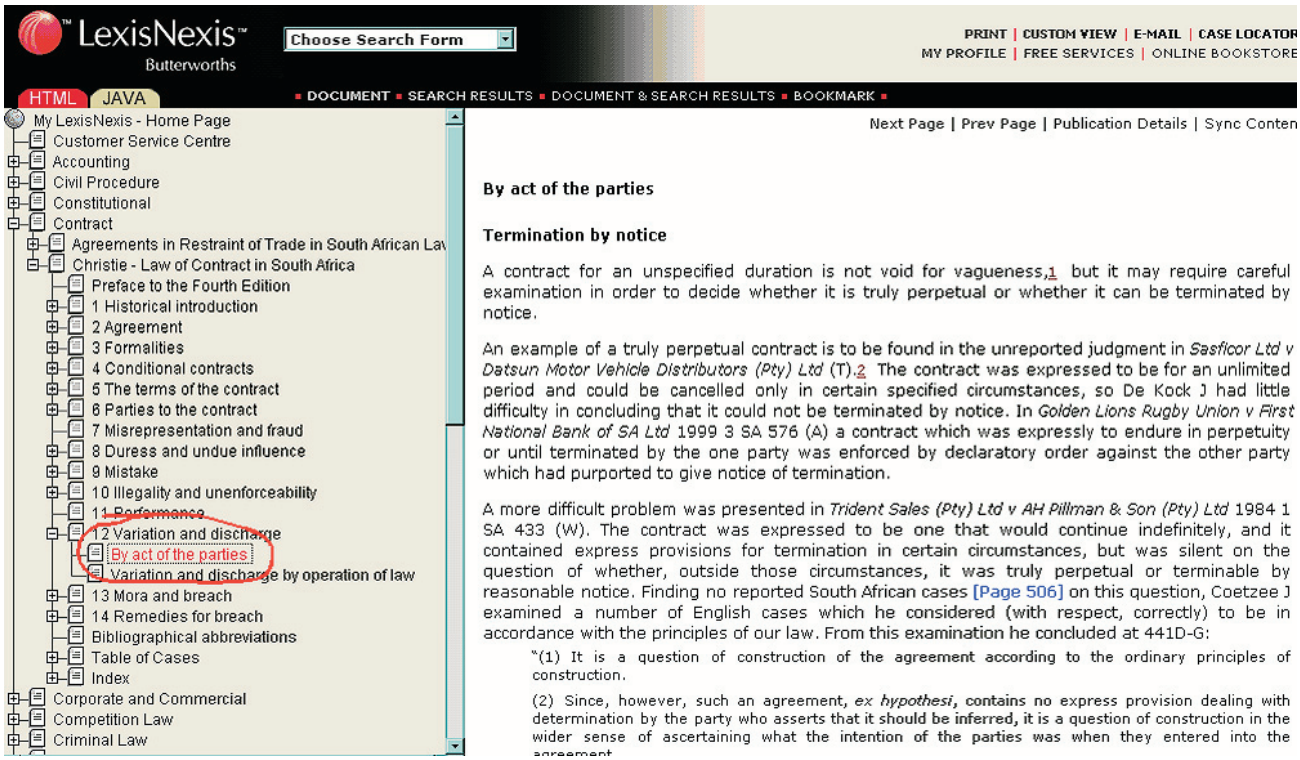


Figure 7. Syncronise contents showing the reference to the active document in red

3.3 Custom View

Documents in *My LexisNexis* are, by default, displayed by the logical sequence of the hierarchy of the publication e.g. in an Act, clicking on a section displays only the section requested.

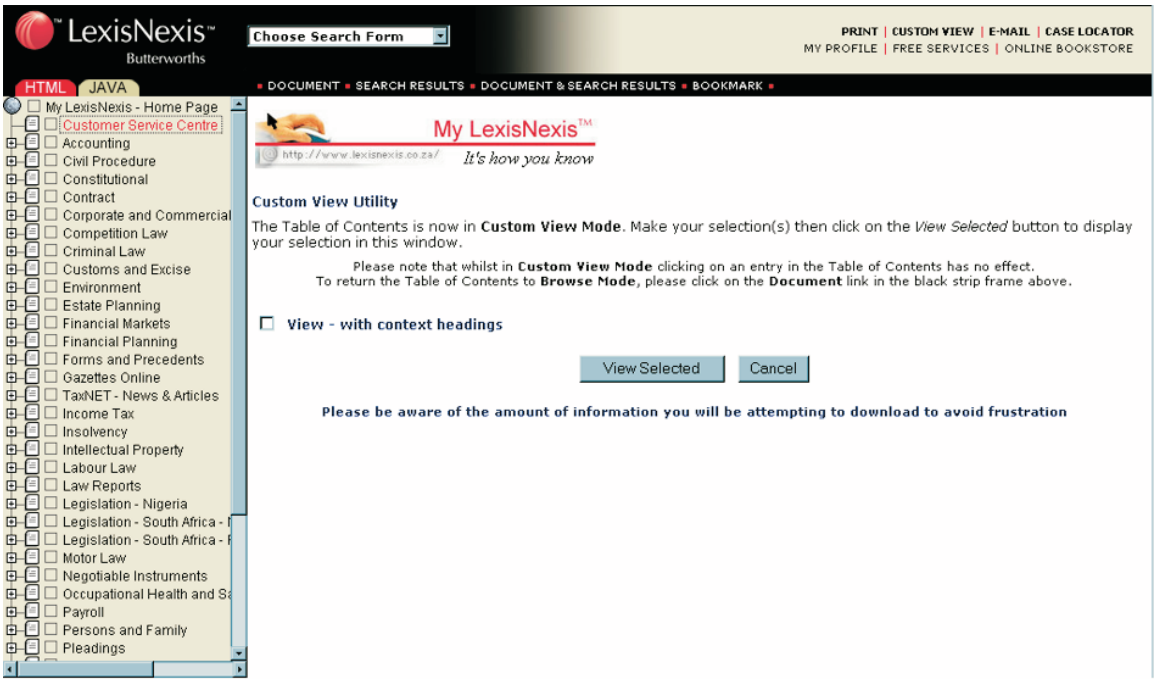
Custom View allows you to take control of how much information to download in a single view. By selecting the appropriate check boxes in the Table of Contents, you can view legislation, commentary and case law contiguously.

USER TIPS

1) Click on “Custom View” in the Masthead Menu (The Custom View facility will display).



2) In the checkboxes that appear, select the information you would like to view from the Table of Contents.



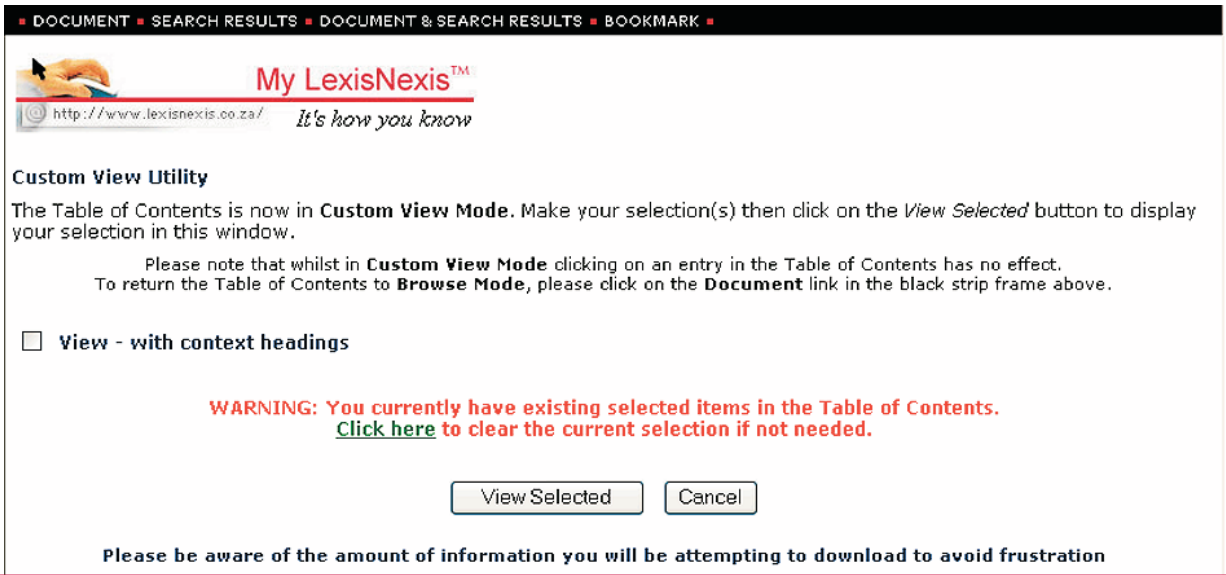
3) Click on the "View Selected" box to display your selected information.

IMPORTANT GENERAL INFORMATION

- Whilst in Custom View Mode clicking on an entry in the Table of Contents has no effect other than to mark it for selection.
- To return the Table of Contents to Browse Mode, please click on the Document link in the black strip frame above.
- Please be aware of the amount of information you will be attempting to download to avoid frustration.
- Documents in “Custom View” may be viewed with or without Context Headings.
- A Context Heading indicates where the documentation you have accessed may be found in the publication’s structure.
- You can use “Custom View” to view portions of a document together or portions of different documents together.
- You can print whatever you see in “Custom View”.

ALERT

The following WARNING will appear if you have previous selections on your Table of Contents. Before proceeding, you should click on the "Click here" hyperlink to clear these selections.

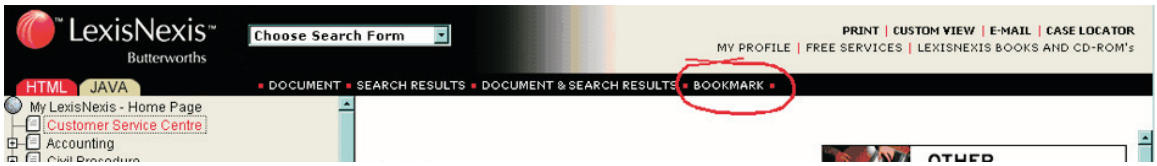


3.4 Bookmarks

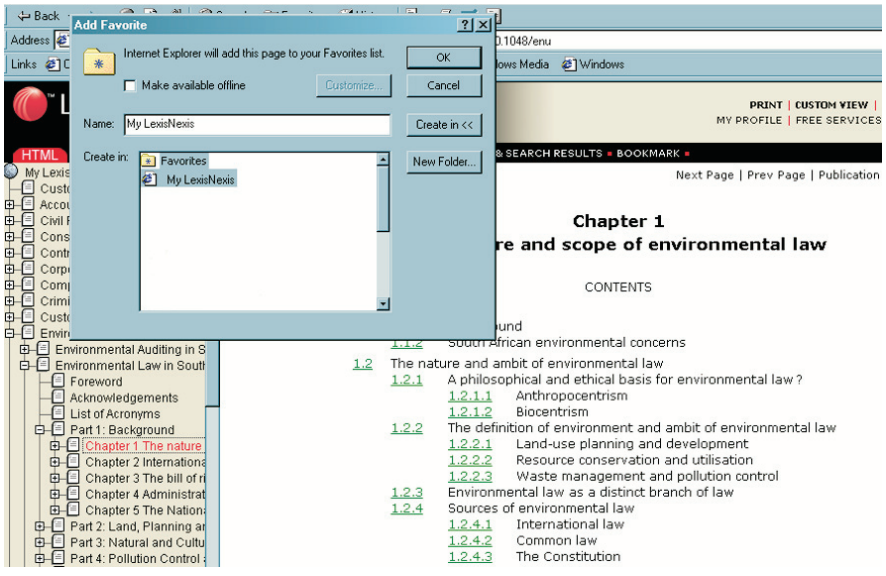
Bookmarks are a convenient way of navigating *My LexisNexis* if you refer to the same material frequently. Use the Bookmark function to add the location of a file accessed on *My LexisNexis* to your list of favourites in your browser. You can rename your favourites if required.

USER TIPS

1) Display the information you would like to bookmark within your document pane.
2) Select the Bookmark option from the black navigation bar.



3) If required, change the name of your bookmark.



4) Click on OK. Your bookmark will be saved and appear under your favourites menu in your browser.

NAVIGATION

4. Searching

4.1 Quick Search

For initial easy access use **Quick Search** - a general search tool that lets you search all your information at once or any unit of information within the publication down to the lowest level of the hierarchy. **Quick Search** is available from your *My LexisNexis* Home Page (See Figure 8) and is therefore the fastest way to get you searching. **Quick Search** supports the use of Boolean operators.

A list of Boolean operators appears in the General Information box below.

Selecting the All Publications radio button will result in a search over all publications in your Table of Contents. Selecting the Selected Source(s) radio button will result in a search over only those publications selected by you in your Table of Contents.

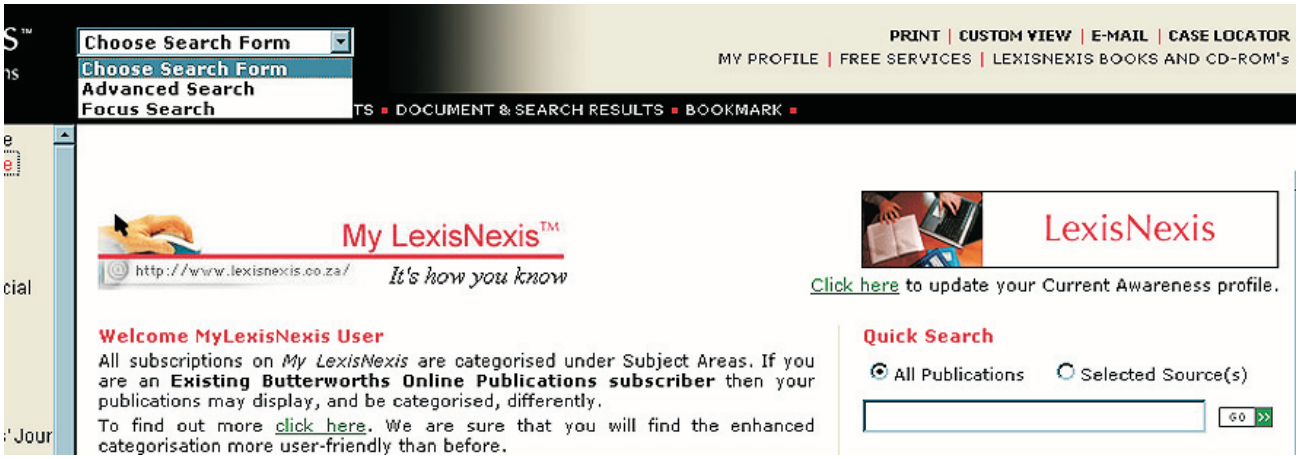


Figure 8: Quick Search is available from My LexisNexis homepage

SEARCHING

IMPORTANT GENERAL INFORMATION

Boolean operators

Operator	Example	Result
And	one two one & two one and two	Finds documents with both 'one' and 'two'.
Or	**me | you** **me or you**	**Finds documents with either 'me' or 'you'.**
Not	^him not him	Finds documents that don't contain 'him'.
Exclusive or	**apples ~ oranges** **apples xor oranges**	**Finds documents with either 'apples' or 'oranges', but not both.**
Phrase	"to be or not"	Finds documents with the exact phrase 'to be or not'.
Single character wildcard	**wom?n** **th??**	**Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.**
Multiple character wildcard	a*n work*	Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.
Ordered proximity	**"corporate tax law"/10**	**Finds documents with 'corporate', 'tax' and 'law' within 10 words, in the order given.**
Unordered proximity	"technical resource acquisition"@5	Finds documents with 'technical', 'resource' and 'acquisition' within 5 words, in any order.
Stemming (word form)	**run%**	**Finds documents with 'run', 'ran', 'runs', and 'running'.**
Synonym	alert$	Finds documents with 'alert', 'active', 'aware', 'quick', etc.

4.2 Advanced Search

Advanced Search should be accessed from the permanently available drop-down list at the top of your screen (see Figure 9).

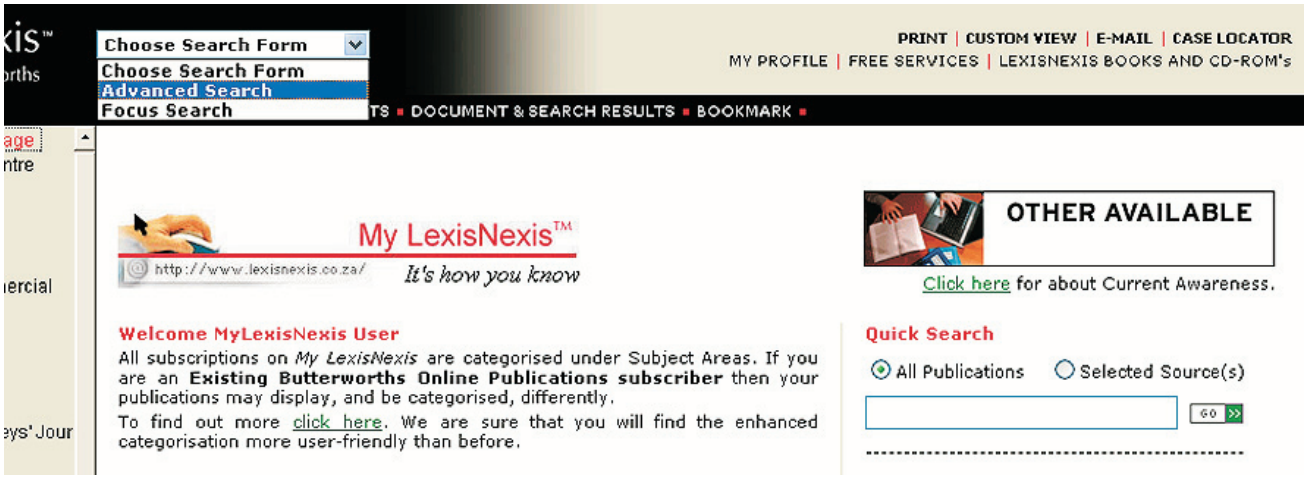


Figure 9: Advanced Search facility is permanently available at the top of your screen.

Advanced Search allows you to formulate a precise search. While all search options on *My LexisNexis* accept Boolean queries, the Advanced Search form makes use of pre-set fields for the most popular search categories such as "exact phrases" or searches for "words in proximity" to each other (see Figure 10).

Using the **Advanced Search** form you may perform the most complex of searches without having to use or remember complex terminology. Hints describing the fields and functions are provided ... just hover over the link for instant help.



Figure 10: The Advanced Search template allows you to search more than one subject area simultaneously.

4.3 Focus Search

Focus Search options give you the flexibility to use advanced searching that has been tailored to the requirements of a specific publication (see Figure 11).

Just like Advanced Search, **Focus Search** makes use of pre-set fields for the most popular search categories but because each Focus Search is designed for specific information contained within a publication the precision is even greater.

Hints describing the fields and functions are provided ... just hover over the link for instant help.

Using **Focus Search** will guide you to the exact information you require want as quickly as possible.

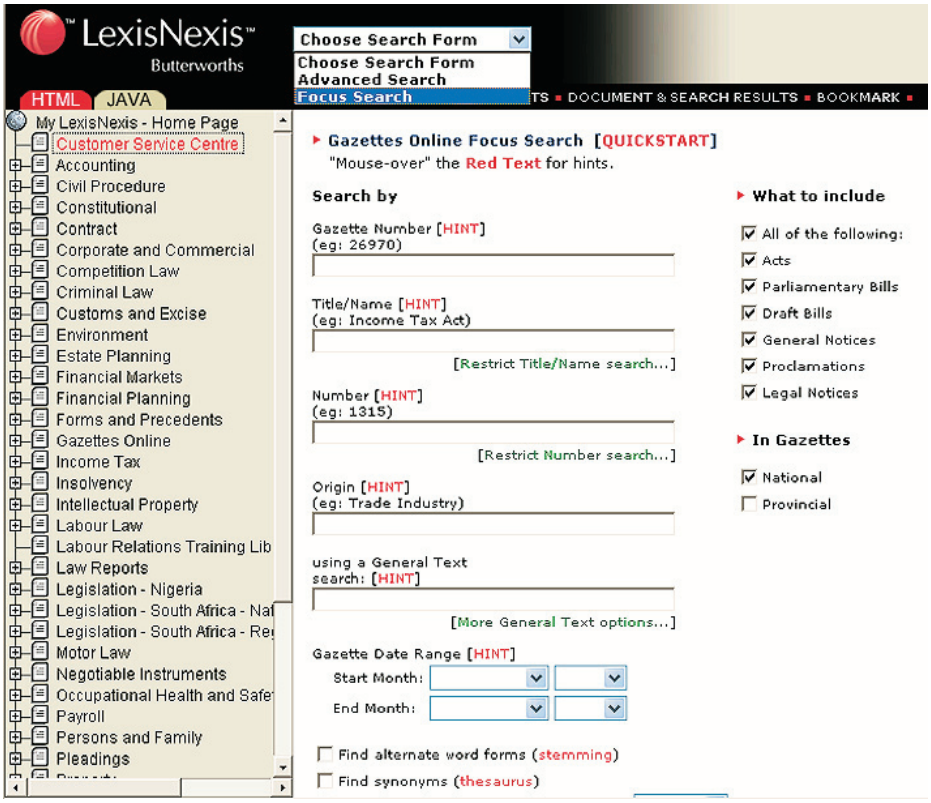


Figure 11: Focus search guides you to exact information as quickly as possible.

4.4 Narrow Search

Narrow Search allows you to search within your original Search Results.

Each time a set of results is returned to you, you will be able to search within the set by entering a word or phrase in the **Narrow Search** text box located at the top right of the Search Results page (see Figure 12).

This finds all results which contain your narrow search query plus your original search query

There is no limit to the extent to which you can "drill down" into your original set of search results



Figure 12: Search within your original search results using Narrow Search.

4.5 Saved Searches

Your searches can be saved for future reference.

IMPORTANT GENERAL INFORMATION

Saved searches will re-generate the search every time you load these. This ensures you have the most up-to-date information.

4.6 Search Results

A search will display 20 Search Results on each page. Each Search Result returned in response to a query contains the title of the document, the document's location and a document excerpt (see Figure 13).

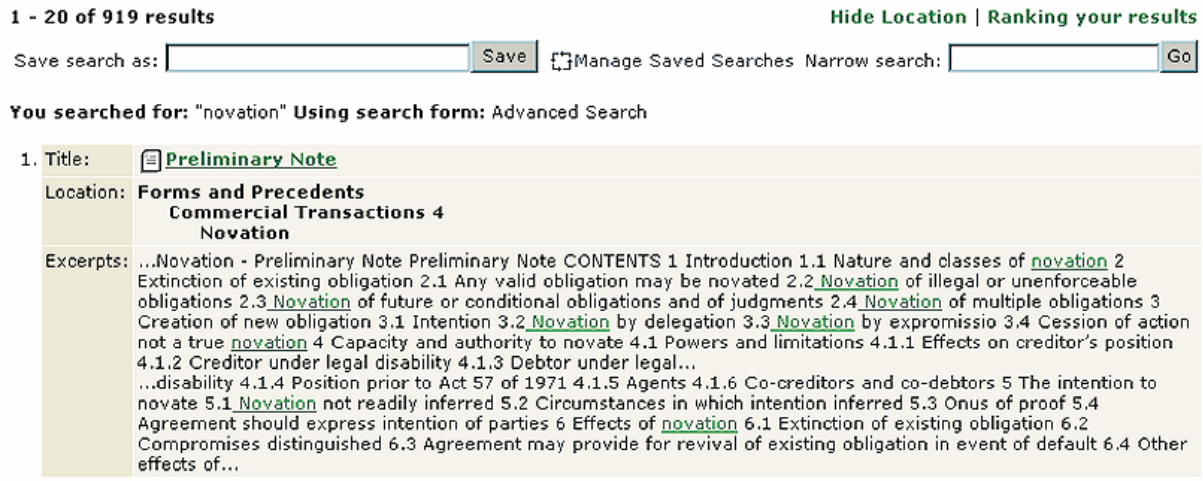


Figure 13: Search result showing title, location and document excerpts.

Document Title

Clicking on the Document Title link will take you to the start of the document in which the hit is located.

Document Location

The document location provides the hierarchical path to the indicated document from your Table of Contents.
If required, the document's location can be excluded form your Search Results. Please click on "Hide Location" at the top of your screen.

Document Excerpts

Search Results may be configured to include excerpts of the document searched for.
The length of the document's excerpts displayed may be adjusted; if required, the display of excerpts can be turned off.
Please use the Document Excerpt feature at the end of each Search Form to do this
Clicking on the links within Document Excerpts will take you to a page containing your search terms, highlighted.

4.6.1 Ranking your search results

Subjects are ranked and returned in order of relevance, with the highest ranking search result appearing first in the Results List.

My LexisNexis uses four methods to determine relevance

Local frequency

The more often a query term appears in a document the more relevant that document is.
For example, a document containing five instances of a query term is more relevant than a document containing only two instances of that query term.

Inverse document frequency

The means those terms that are rare within the context of the entire document site are given a higher relevancy ranking.
For example, assume that you are searching for two terms" "government" and "policy" within a site containing 20 000 records. I "government" is only found 5 times and "policy" is found 300 times, then documents containing "government" are given a higher weight when determining relevance.

Document length comparison (Density)

This means that shorter documents containing an equal number of query terms are more relevant than longer documents.
Since the terms appear closer together in a shorter document, there is a higher chance that the document is relevant to your needs.

Completeness

This means that documents containing more of the query terms are more relevant. For example, if your query contains four terms, a document that contains all four terms is more relevant than a record that only contains three terms.

4.6.2 Navigating your Search Results

Documents in *My LexisNexis* are, by default, displayed in small sections at a time.

When you click on a search result you will be taken to a section of the document containing your query term searched for. The query term will be highlighted. The highlighting may be turned off by clicking on the "Clear Highlights" function at the top of the document pane.

To view the next match in the document containing your query term searched for click on "Next Match" at the top of the document pane (see Figure 14).

To view the previous match in the document containing your query term searched for click on "Previous Match" at the top of the document pane (see Figure 14).

To return to the Table of Contents or browse mode, click on the Document link within the black navigation bar (see Figure 14).

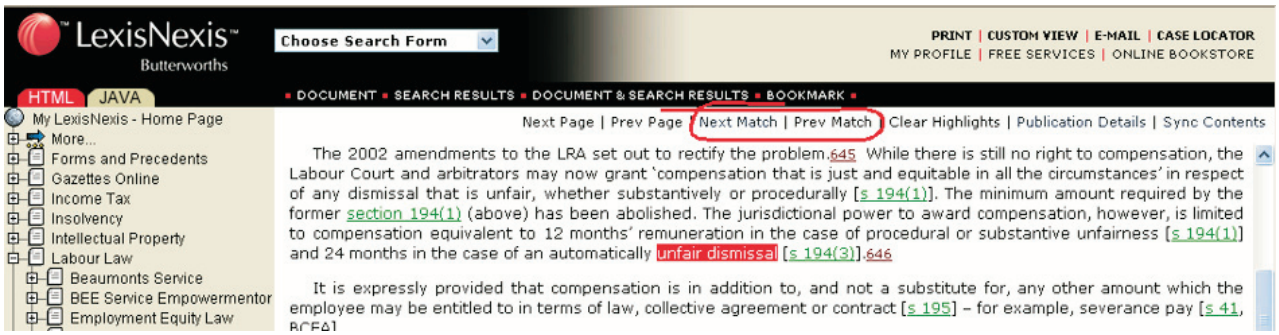


Figure 14: Next Match and Previous Match.

4.6.3 Document & Search results

This option allows you to view both your search results and document views from the search hits in one view in the document pane (see Figure 15).

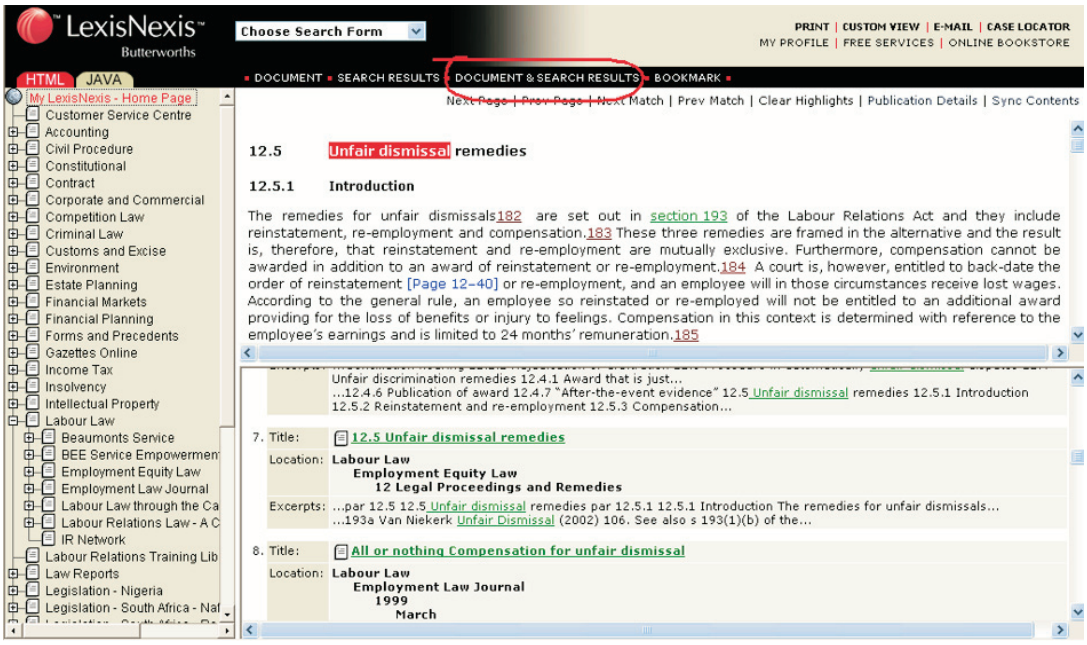


Figure 15: Document and Search results.

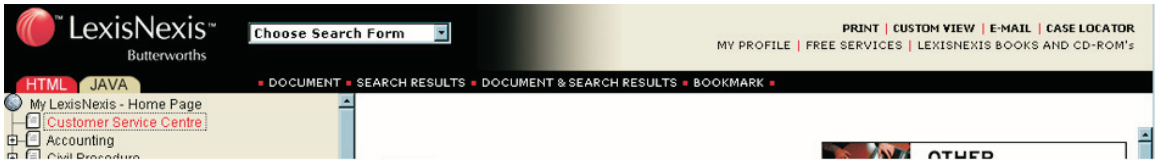
USER TIPS

1 Perform the required search.
2 Click on the search result you would like to view.
3 Select "Document & Search results" option from the black navigation bar. (This will split your screen into two areas containing search results at the bottom and document view at the top). (See Figure 15).

5. Printing

ALERT

It is advisable to use only the print function from *My LexisNexis* rather than the browser print button. This way, you will have more control over what you print.



There are two methods of printing a document – you can print the current document in the document pane or documents selected from the Table of Contents.

5.1 Printing current documents

After you have selected the Print option from the masthead, the following image will display:

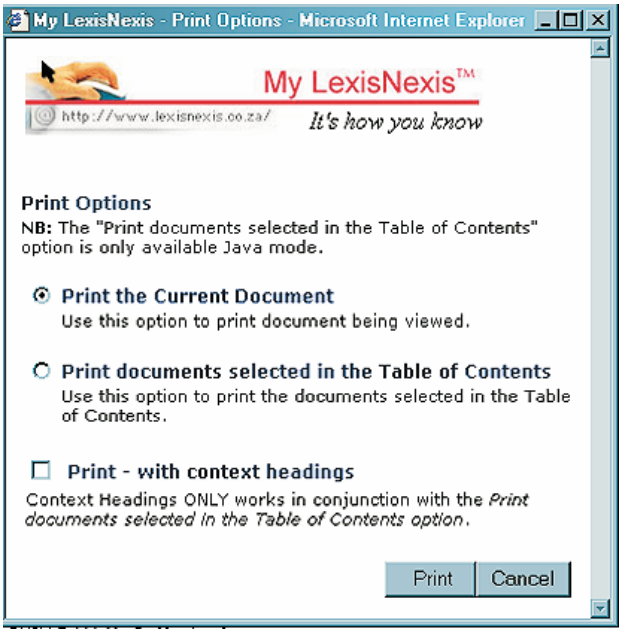


Figure 16: Print Options.

If you choose this option, the information being displayed in your document pane will print.

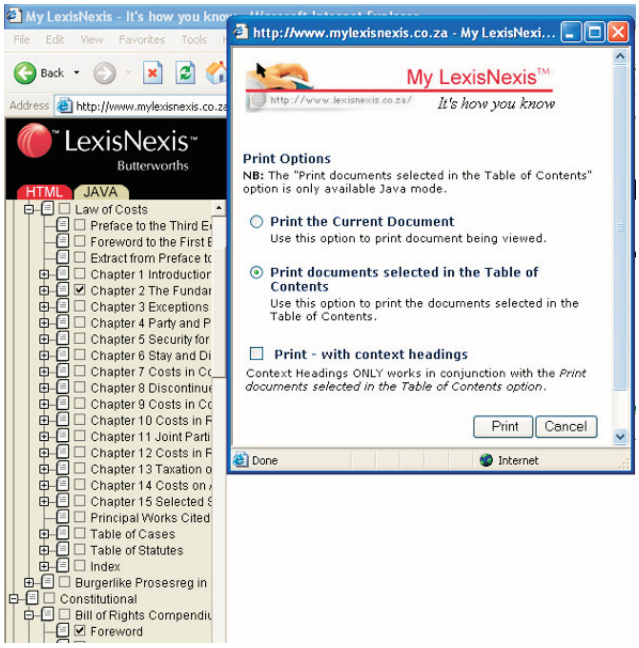


Figure 17: Printing using the Table of Contents.

5.2 Printing using Table of Contents

Choosing this option will allow you to print from more than one subject area.

Documents can be printed with or without Context Headings. Context Headings are only available when making a selection from the Table of Contents (see Figure 17).

5.3 Including footnotes

Should you wish to print footnotes (see Figure 18) along with the text of a document, there are two ways of doing this:

Expand the heading "Footnotes" (found at the foot of the web page you are viewing) to reveal these within the page of the publication you are accessing and then print from the document pane.

Alternatively, click on "Print" within the masthead and select the option "Print documents selected in the Table of Contents": this will automatically expand the Footnotes heading and will allow you to check the box in the Table of Contents, on the left of your screen, allowing you to indicate the section(s) of the publication you wish to print.

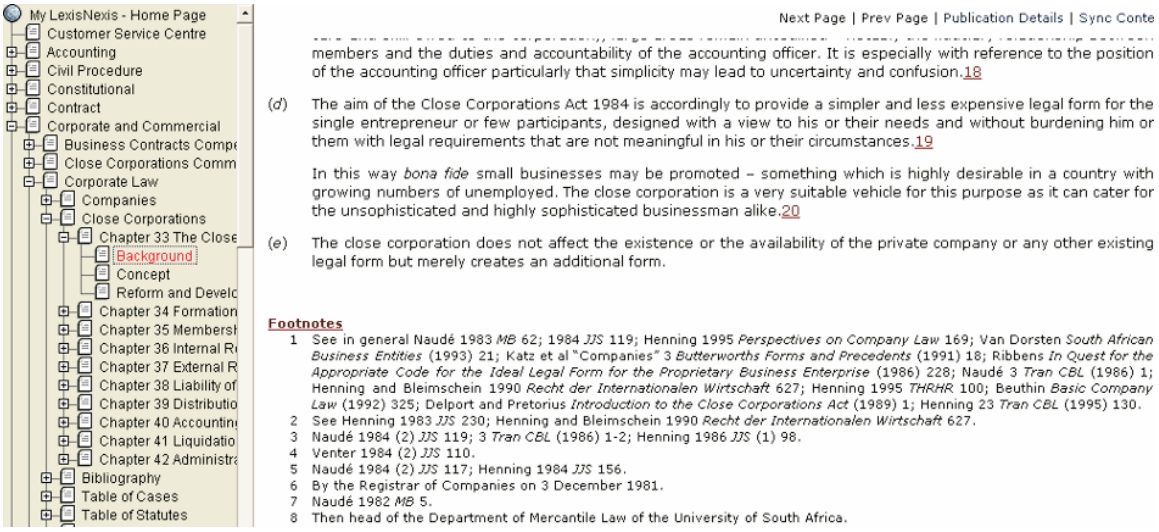


Figure 18: Including Footnotes in the printed document.

6. E-Mail facility

My LexisNexis allows you to E-mail limited amounts of data from one or more of your publications to a colleague or client, neither of whom is required to be a subscriber to *My LexisNexis*.

Once you have the document you wish to send displayed in the document pane, click on the e-mail hyperlink from the masthead (see Figure 19).

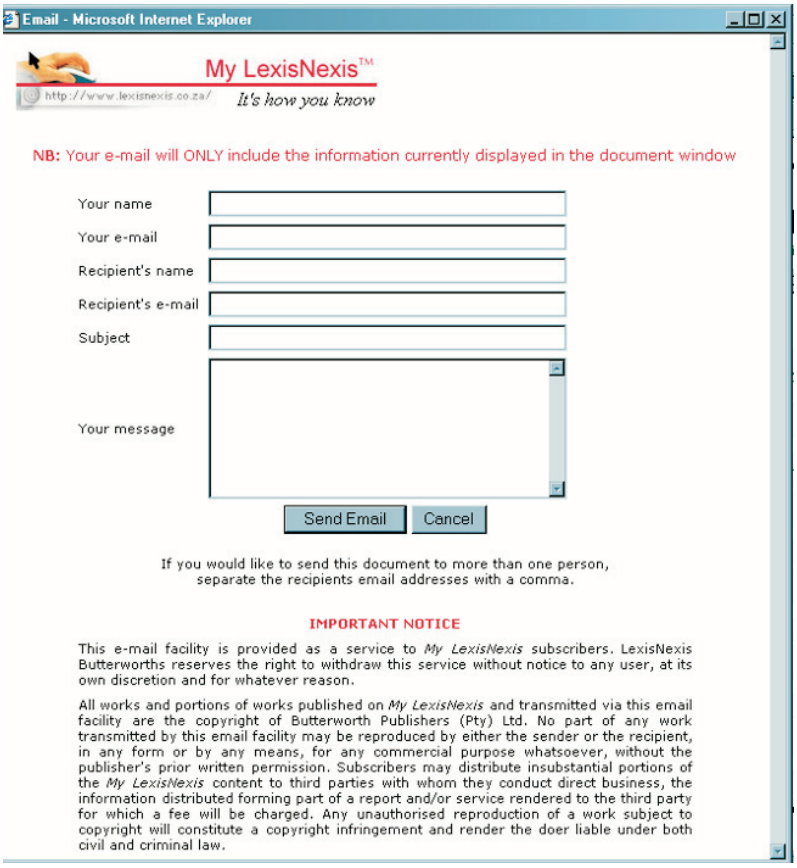


Figure 19: E-mail data from one or more of your publications.

IMPORTANT GENERAL INFORMATION

Should you wish to keep track of e-mail sent, you will have to include your own e-mail address within the recipient's e-mail input field – separate multiple e-mail addresses with a comma.

Your e-mail client does not have to be open in order to send an e-mail using this facility.

IMPORTANT GENERAL INFORMATION

Support is only a phone call away, please use the following important contact numbers:

For technical queries
Electronic Publishing Helpdesk

Telephone: 031 268 3007
E-Mail: EPhelpdesk@lexisnexis.co.za
Hours: Monday to Friday 7 am to 5.00 pm

For account queries
Customer Service Call Centre

Telephone: 031 268 3007
E-Mail: customercare@lexisnexis.co.za

General Queries
For any other queries please e-mail mylexisnexis@lexisnexis.co.za

Please visit the Customer Service Centre link from the top of your Table of Contents for further important contact information

NOTES: